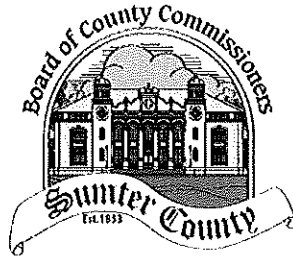


# **Sumter County Housing Department**



## **SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**FISCAL YEARS COVERED**

**2010/2011 – 2011/2012 – 2012/2013**

***Original April 27, 2010***

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I. **PROGRAM DESCRIPTION:**

- A. Name of the participating local government and Interlocal if Applicable:

Sumter County Housing Department

Interlocal : Yes \_\_\_\_\_ No X

Name of participating local government(s) in the Interlocal Agreement;

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A copy of the Interlocal Agreement is attached as Exhibit H.

- B. Purpose of the program:  
Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.
- C. Fiscal years covered by the Plan:  
2010/2011  
2011/2012  
2012/2013
- D. Governance:  
The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The SHIP Program does further the housing element of the local government Comprehensive Plan. Sumter County is in compliance with these applicable statutes and rules.
- E. Local Housing Partnership  
The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.
- F. Leveraging:  
The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.
- G. Public Input:  
Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.
- H. Advertising and Outreach:  
The county or eligible municipality or its administrative representative shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse

neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.

J. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to:

- Homeownership Counseling (Pre and Post)
- Credit Counseling
- Tenant Counseling
- Assistance in applying for other types of programs
- Program referral
- Public transportation

K. Purchase Price Limits:

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

- ☐ Independent Study (copy attached)  
☒ U.S. Treasury Department OR  
☒ Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts as follows:

New Homes - \$175,000  
Existing Homes - \$150,000

L. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 F.S. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

M. Welfare Transition Program

Should an eligible sponsor be used, the county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal:

In the case of

rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

- O. Administrative Budget: A detailed listing including line-item budget of proposed Administrative Expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted. Sumter County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:**

“A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:**

“The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.”

Sumter County has adopted the above findings in the attached resolution, **Exhibit E**.

- P. **PROGRAM ADMINISTRATION:**  
Administration of the local housing assistance plan is the responsibility of the applicable county. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program the county must provide in detail the duties, qualification and selection criteria.
- Q. **ESSENTIAL SERVICE PERSONNEL:** *Include a definition as required in Chapter 67 – 37.002(6), F.A.C.*  
Sumter County defines “Essential Service Personnel” as follows:  
Essential Service personnel for Sumter County, including, but not limited to, teachers and educators, other school district, community college, and university employees, all police, sheriff and fire personnel, health care personnel, skilled building trades personnel, EMTs and first responders, public works employees, emergency management, jail and prison employees, county and municipal employees, members of the United States Armed Forces who are on full-time active duty or Members of a reserve component of the United States Armed Forces.
- R. **SECTION 420.9075(3)(d), F.S.:** Requires counties and eligible municipalities to describe initiatives in their local housing assistance plans that encourage or require innovative design, green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance. Provide a brief description as required:  
Sumter County will incorporate green building requirements in building specifications for new construction and rehabilitation to include, but not limited to:
- Energy Star rated insulated single hung windows
  - Insulated steel exterior doors with storm doors
  - All interior paint to be low VOC (less than 50 grams per gallon)
  - Showerheads using less than 2.5 GPM and faucets using less than 2 GPM
  - Energy Star rated appliances to include, stove, refrigerator and hot water heater
  - Energy Star rated reversible ceiling fans in bedrooms and living room
  - Minimum 14 SEER rating for air conditioner and minimum 8.2HSPF for heat pump
  - Programmable thermostat for heat/air unit
  - Elimination of sump pumps on new septic systems unless absolutely necessary for slope ratio

## Section II. LHAP HOUSING STRATEGIES:

### A. Emergency Repair

- a. **Summary of the Strategy:** SHIP funds will be made available to homeowners for emergency repairs to their residence. Emergency repairs include, but are not limited to, septic, roof, well, wiring and/or plumbing repairs or replacement, and installation of ramps or handicap accessible bathrooms which require immediate attention and will make the residence more accessible for persons who have special housing needs, such as the elderly and persons with disabilities.
- b. **Fiscal Years Covered:** 2010/2011 – 2011/2012 – 2012/2013
- c. **Income Categories to be served:** Very low, Low and Moderate Income
- d. **Maximum award** is noted on the Housing Delivery Goals Charts:
- e. **Terms of the award; Recapture and Default:** Assistance shall be in the form of a 0% interest loan secured by a mortgage and note. Loans will be made based on the cost of the repairs and the ability to repay, with a maximum term of twenty years. If the cost of the Emergency Repair is \$1,500 or less, the assistance will be in the form of a grant. The loan, along with any other mortgages on the property, can not exceed 105% of the market value as listed on the property appraiser's website. An applicant may produce an appraisal that is less than three years old at their own expense in order to show the value of the property is greater than the value listed by the property appraiser's website. Refinancing with the purpose of achieving greater affordability such as lowering the interest rate, reducing the number of years of the original mortgage, adding living space due to an increase in household size, and debt consolidation will be approved on a case-by-case basis, one time only. The loan must be in good standing for a minimum of two years and the homeowner must not receive any cash back as part of the refinance. All payments listed on the HUD settlement statement must be paid directly to creditors. The homeowner may repay the loan in full without penalty. All funds repaid to Sumter County shall be considered "program income" as defined in s. 420.9071(24).  
Default of the loan occurs if the original owner of said mortgage or note no longer lives in the home or it is not the owner's primary residence, or title is transferred, voluntarily or by operation of law which includes but is not limited to foreclosure or death. In the case of death of the homeowner, a relative who qualifies within the current income guidelines may continue making payments as stated in the loan. Default requires immediate repayment of the SHIP loan in full. The County reserves the right to foreclose if payment is not made.  
In the event of financial hardships including, but not limited to, serious medical illness, divorce or separation, death in the family, unforeseen home repair bills, large monthly mortgage increase due to terms of adjustable loan, military deployment or job loss that was not the fault of the recipient, the County, at the County's option, will research the hardship on a case by case basis and may defer or waive the repayment requirements.
- f. **Recipient Selection Criteria:** Assistance is provided on a first-come, first-qualified, first-serve basis following annual advertisement of the availability of SHIP funds. Priority may be given according to the initial determination of assistance in an effort to accommodate SHIP expenditure requirements. If a waiting list exists and the projected wait time for assistance is more than two years, the strategy will be closed until all applicants on the list have been assisted. Applicants may submit a completed SHIP application to the Sumter County Housing Department for determination of income eligibility at any time, unless the waiting list is closed. Verification of all types of income and assets will be obtained and reviewed. Applicants will be assessed for credit worthiness and ability to repay the loan. The loan for repairs and all other fixed monthly payments the homeowner has incurred can not exceed 43% of the annual gross income. The applicant must give permission to have a credit report pulled.

Applicants must have acceptable credit which includes, but is not limited to, bankruptcies that are discharged for at least one year, history of timely payments for at least one year on all reported credit obligations and property taxes and mortgage must be current. All judgments must be paid and satisfactions recorded in order to receive assistance. Medical bills and bad debt that are older than three years will not be considered. The Housing Department may review individual credit situations and waive these requirements in cases where the client is in a repayment agreement for the bad debt or has worked out an agreement with a counseling agency, such as Consumer Credit Counseling Services and the counseling agency agrees the applicant can afford to take on the additional debt of the loan for repairs.

g. **Sponsor Selection Criteria and duties, if applicable:** None

h. **Additional Information:** SHIP assistance will only be provided for homes that are owner-occupied and used as the primary residence. Proof of Homestead Exemption is required. Properties must meet local codes, including zoning regulations. The home must be in good condition other than the emergency repair needs. If more than 80% of the home is determined in need of repair, the recipient will not be eligible for assistance. Applicants will be encouraged to apply for the Rehabilitation/Replacement Strategy if the waiting list is open. Recipients of SHIP emergency repair funds will be eligible for the Emergency Repair Strategy one time only, except in the case of a county, state or federal disaster. Mobile homes manufactured before 1994 are not eligible for SHIP funds. Only 20% of total SHIP funds can be used to assist mobile home owners. Priority will be given to site built homeowners to meet this requirement. Homes are not eligible for assistance if the value exceeds the maximum sales price as listed on the Housing Delivery Goals Chart for existing homes. Recipients will not be eligible for any housing program if there are any funds owed to the Housing Department, except for a county, state or federal disaster on a case-by-case basis.



**B. Rehab/Replacement**

- a. **Summary of the Strategy:** SHIP funds will be made available to homeowners for rehabilitation or replacement of their existing residence that are needed for safe and sanitary habitation, correction of substantial code violations or the creation of additional living space due to an increase in family size. If the cost of repairs exceeds 80% of the value of the home according to the property appraiser's market value, the housing rehab inspector will recommend the home for replacement. The applicant will not have to apply for new construction as the Housing Department will move the application from rehab to replacement based solely on the inspector's recommendation. Temporary Relocation Assistance will be provided up to \$1,000 to cover costs of storage and temporary housing.
- b. **Fiscal Years Covered:** 2010/2011 – 2011/2012 – 2012/2013
- c. **Income Categories to be served:** Very low, low and moderate income
- d. **Maximum award** is noted on the Housing Delivery Goals Charts:
- e. **Terms of the award; Recapture and Default:** Assistance shall be in the form of a 0% interest loan secured by a mortgage and note. Loans will be made based on the cost of the repairs and the ability to repay with a maximum term of forty years. The cost of temporary assistance will not be included in the mortgage and note, but will be included in the maximum amount of assistance for rehabilitation. If the cost of the Rehabilitation is \$1,500 or less, the assistance will be in the form of a grant. The loan, along with any other mortgages on the property, can not exceed 105% of the market value as listed on the property appraiser's website. An applicant may produce an appraisal that is less than three years old at their own expense in order to show the value of the property is greater than the value listed by the property appraiser's website. Refinancing with the purpose of achieving greater affordability such as lowering the interest rate, reducing the number of years of the original mortgage, adding living space due to an increase in household size, and debt consolidation will be approved on a case-by-case basis, one time only. The loan must be in good standing for a minimum of two years and the homeowner must not receive any cash back as part of the refinance. All payments listed on the HUD settlement statement must be paid directly to creditors. The homeowner may repay the loan in full without penalty. All funds repaid to Sumter County shall be considered "program income" as defined in s. 420.9071(24).  
Default of the loan occurs if the original owner of said mortgage or note no longer lives in the home or it is not the owner's primary residence, or title is transferred, voluntarily or by operation of law which includes but is not limited to foreclosure or death. In the case of death of the homeowner, a relative who qualifies within the current income guidelines may continue making payments as stated in the loan. Default requires immediate repayment of the SHIP loan in full. The County reserves the right to foreclose if payment is not made.  
In the event of financial hardships including, but not limited to, serious medical illness, divorce or separation, death in the family, unforeseen home repair bills, large monthly mortgage increase due to terms of adjustable loan, military deployment or job loss that was not the fault of the recipient, the County, at the County's option, will research the hardship on a case by case basis and may defer or waive the repayment requirements.
- f. **Recipient Selection Criteria:** Assistance is provided on a first-come, first-qualified, first-serve basis following annual advertisement of the availability of SHIP funds. Priority may be given according to the initial determination of assistance in an effort to accommodate SHIP expenditure requirements. If a waiting list exists, the strategy will be closed until all applicants on the list have been assisted. Applicants may submit a completed SHIP application to the Sumter County Housing Department for determination of income eligibility at any time, unless the waiting list is closed. Verification of all types of income and assets will be obtained and reviewed. Applicants will be assessed for credit

worthiness and the ability to repay the loan. The loan for repairs and all other fixed monthly payments the homeowner has incurred can not exceed 43% of the annual gross income. The applicant must give permission to have a credit report pulled. Applicants must have acceptable credit which includes, but is not limited to, bankruptcies that are discharged for at least one year; history of timely payments for at least one year on all reported credit obligations, property taxes and mortgage must be current. All judgments must be paid and satisfactions recorded in order to receive assistance. Medical bills and bad debt that are older than three years will not be considered. The Housing Department may review individual credit situations and waive these requirements in cases where the client is in a repayment agreement for the bad debt or has worked out an agreement with a counseling agency, such as Consumer Credit Counseling Services and the counseling agency agrees the applicant can afford to take on the additional debt of the loan for repairs.

g. **Sponsor Selection Criteria and duties, if applicable:** None

h. **Additional Information:** SHIP assistance will only be provided for homes that are owner-occupied and used as the primary residence. Proof of Homestead Exemption is required. Properties must meet local codes, including zoning regulations. Rehabilitation includes repairs or improvements which are needed for safe and sanitary habitation, correction of substantial code violations (does not include trash, debris, lawn maintenance or yard clearing) or the creation of additional living space. If more than 80% of the home is determined in need of repair by the housing inspector, the residence will be automatically be placed on the waiting list for replacement. Recipients of Rehab/Replacement funds will be not be eligible for any other housing assistance for a period of fifteen years, except in the case of a county, state or federal disaster. Mobile homes manufactured before 1994 are not eligible for SHIP funds. Homes are not eligible for assistance if the value exceeds the maximum sales prices as listed on the Housing Delivery Goals Chart for existing homes. Recipient will not be eligible for any housing program until all funds are paid in full, except for a county, state or federal disaster on a case-by-case basis.

### C. Down Payment Assistance

- a. **Summary of the Strategy:** SHIP funds will be made available to support down payment and closing costs for the purchase of a single family residence on a one time basis. Funds may be used to pay all related costs attributable to the purchase of a home including, but not limited to, land, site development, certain infrastructure expenses, materials, labor, permitting, impact fees, and closing costs.
- b. **Fiscal Years Covered:** 2010/2011 – 2011/2012 – 2012/2013
- c. **Income Categories to be served:** Very low, low and moderate income
- d. **Maximum award** is noted on the Housing Delivery Goals Charts:
- e. **Terms of the award; Recapture and Default:** Assistance shall be in the form of a 0% interest loan secured by a second mortgage and note. The maximum term of the loan is twenty years. The loan, along with any other mortgages on the property, can not exceed 105% of the appraised value of the property with improvements. Refinancing with the purpose of achieving greater affordability such as lowering the interest rate, reducing the number of years of the original mortgage, adding living space due to an increase in household size, and debt consolidation will be approved on a case-by-case basis, one time only. The loan and first mortgage must be in good standing for a minimum of two years and the homeowner must not receive any cash back as part of the refinance. All payments listed on the HUD settlement statement must be paid directly to creditors. The homeowner may repay the loan in full without penalty. All funds repaid to Sumter County shall be considered “program income” as defined in s. 420.9071(24).

Default of the loan occurs if the original owner of said mortgage or note no longer lives in the home or it is not the owner’s primary residence, or title is transferred, voluntarily or by operation of law which includes but is not limited to foreclosure or death. In the case of death of the homeowner, a relative who qualifies within the current income guidelines may continue making payments as stated in the loan. Default requires immediate repayment of the SHIP loan in full. The County reserves the right to foreclose if payment is not made.

In the event of financial hardships including, but not limited to, serious medical illness, divorce or separation, death in the family, unforeseen home repair bills, military deployment or job loss that was not the fault of the recipient, the County, at the County’s option, will research the hardship on a case by case basis and may defer or waive the repayment requirements.
- f. **Recipient Selection Criteria:** To qualify, applicants must not have owned a home (including a mobile home that is attached to the property and/or has homestead exemption for tax purposes) within the last three years. Assistance is provided on a first-come, first-qualified, first-serve basis following annual advertisement of the availability of SHIP funds. Priority may be given according to the initial determination of assistance in an effort to accommodate SHIP expenditure requirements. If a waiting list exists, new applicants will be added to the existing list by date and time of application. Applicants may submit a completed SHIP application to the Sumter County Housing Department for determination of income eligibility at any time, unless the waiting list is closed due to lack of funds. Verification of all types of income and assets will be obtained and reviewed. Applicants will be assessed for credit worthiness and the ability to repay the loan. The loan for down payment assistance, first mortgage and all other fixed monthly payments the homeowner has incurred can not exceed 43% of the annual gross income. The applicant must give permission to have a credit report pulled. Applicants must have acceptable credit which includes, but is not limited to, bankruptcies that are discharged for at least one year, history of timely payments for at least one year on all reported credit obligations, and all judgments must be paid off. Medical bills and bad debt that are older than three years will not be considered. The Housing Department may review individual credit situations and waive these requirements in cases where the client is in a repayment agreement for the bad debt, the

first mortgage holder deems in writing the applicant has the ability to repay the first and second mortgages or the applicant has worked out an agreement with a counseling agency, such as Consumer Credit Counseling Services and the counseling agency agrees the applicant can afford to take on the additional debt of the second mortgage.

- g. **Sponsor Selection Criteria and duties, if applicable:** None
- h. **Additional Information:** SHIP assistance will only be provided for the purchase of homes that will be owner-occupied and used as the primary residence. Mobile homes manufactured before 1994 are not eligible for SHIP funds. Recipients of Down Payment Assistance funds will not be eligible for any other SHIP assistance for a period of fifteen years if all funds due the Housing Department are paid in full, except for a county, state or federal disaster on a case-by-case basis.
- i. **Lender Participation:** Participating lenders must have affordable housing underwriting criteria with guidelines available for review and approval by Sumter County, and must submit a firm loan commitment, including the GFE 2010, which clearly contains the dollar amount of the loan, anticipated interest rate and all terms and conditions.
- j. **Lending Parameters:** The interest rate shall not exceed the Federal National Mortgage Association (FNMA) 60-day yield at the time of lock, plus one percent. The term of the loan shall be a maximum of 30 years (except for USDA and VA loans) with a fixed interest rate.
- k. **Fees:** Total adjusted origination charges to the buyer may not exceed 2% of the loan value:

The maximum allowable fees to the borrower with the exception of PMI, FHA insurance and USDA Rural Development guarantee insurance are listed in the following table:

<b><u>Type of Fee</u></b>	<b><u>Maximum Allowable Charge</u></b>
Appraisal	\$450
Appraisal Re-certification	\$100
Credit Report	\$30 per person
Final inspection	\$100
Flood Certification	\$35
Lender's inspection	\$400
Notary	\$10
Home Inspection	\$250
Recording fees	Per County regulation
Roof inspection	Prevailing vendor cost (must attach bill)
Termite inspection	Prevailing vendor cost (must attach bill)
Settlement	\$0
Survey	Prevailing vendor cost (must attach bill)
Tax service	\$125* or as changed by USDA/FHA/VA

- l. **Loan-To-Value/Back End Ratios:** Where SHIP funds are being used in combination with a first mortgage that meets the above guidelines, the combined loan to value (LTV) ratio of all mortgages cannot exceed 105% of the appraised value of the home to be purchased. The borrower's debt-to-income ratio including principal, interest, taxes and insurance after purchase of the home cannot exceed 43%. Exceptions are allowed on a case-by-case basis if there are significant compensatory factors which can be documented by the lender. Those compensatory factors include, but are not limited to, an increase in annual gross income in excess of ten percent due to a job change, salary/wage increase, or a like increase in assets while still maintaining eligibility. The value of deferred loans such as student loans must be included in calculating the debt to income ratio. Expected increase in Social Security or other benefits

may not be included.

D. **Disaster Mitigation**

- a. **Summary of the Strategy:** SHIP funds will be used for repairs of existing housing units damaged from any natural, State, Federal, and/or man made disaster declared by Executive Order if SHIP funds are available. Funds will be used to protect owner-occupied homes from damage through temporary measures such as tree removal preceding roof repair, or use of plastic sheeting preceding window replacement. It may also be used for repairing structural damage, roof repair or replacement, demolition costs, and retrofitting activities such as waterproofing and/or elevating the structure. These funds may be used as a match for other forms of disaster assistance.
- b. **Fiscal Years Covered:** 2010/2011 – 2011/2012 – 2012/2013
- c. **Income Categories to be served:** Very low, low and moderate income
- d. **Maximum award** is noted on the Housing Delivery Goals Charts:
- e. **Terms of the award; Recapture and Default:** Assistance shall be in the form of a 0% deferred payment mortgage for ten (10) years. Recipients of a mortgage will have a repayment upon point of sale, transfer, move, or refinance with a cash pay out to the homeowner for the balance due. Refinancing with the purpose of achieving greater affordability such as by lowering the interest rate, reducing the number of years on the original mortgage, adding living space due to an increase in household size, and debt consolidation will be exempt from this repayment provision, as long as there is no cash paid to the homeowner.
- f. **Recipient Selection Criteria:** Assistance is provided on a first-come, first-qualified, first-serve basis following an Executive Order from the Governor declaring Sumter County as a disaster area. The availability will be advertised annually as required, but will only be available upon Executive Order. Priority may be given according to the initial determination of assistance in an effort to accommodate SHIP expenditure requirements. If a waiting list exists, the strategy will be closed until all applicants on the list have been assisted. Applicants may submit a completed SHIP application to the Sumter County Housing Department for determination of income eligibility at any time, unless the waiting list is closed. Verification of all types of income and assets will be obtained and reviewed.
- g. **Sponsor Selection Criteria and duties, if applicable:** N/A
- h. **Additional Information:** SHIP assistance will only be provided for homes that are owner-occupied and used as the primary residence. Proof of Homestead Exemption is required. All property taxes and mortgages, if applicable, must be current. All judgments must be paid and satisfactions recorded in order to receive assistance. Mobile homes manufactured before 1994 are not eligible for rehabilitation, but if the mobile home is determined to be beyond repair by the housing inspector, it may be considered for demolition and replacement.

E. **Foreclosure Prevention**

- a. **Summary of the Strategy:** Funds will be made available to applicants to prevent foreclosure. This is a one-time assistance only. Applicants requesting assistance must be able to prove that their financial situation is temporary and due to a change in the family status that was beyond the family's control.
- b. **Fiscal Years Covered:** 2010/2011 – 2011/2012 – 2012/2013
- c. **Income Categories to be served:** Very low, low and moderate income
- d. **Maximum award** is noted on the Housing Delivery Goals Charts:
- e. **Terms of the award; Recapture and Default:** Assistance shall be in the form of a grant to reduce costs to qualified, eligible applicants. Recipients will not be required to repay the funds, as it is in the form of a grant.
- f. **Recipient Selection Criteria:** Assistance is provided on a first-come, first-qualified, first-serve basis following annual advertisement of the availability of SHIP funds. Priority may be given according to the initial determination of assistance in an effort to accommodate SHIP expenditure requirements. If a waiting list exists, the strategy will be closed until all applicants on the list have been assisted. Applicants may submit a completed SHIP application to the Sumter County Housing Department for determination of income eligibility at any time, unless the waiting list is closed. Verification of all types of income and assets will be obtained and reviewed. The applicant must give permission to have a credit report pulled. All judgments must be paid and satisfactions recorded in order to receive assistance. Medical bills and bad debt that occurred due to extenuating circumstances beyond the family's control will not be considered.
- g. **Sponsor Selection Criteria and duties, if applicable:** None
- h. **Additional Information:** SHIP assistance will only be provided for homes that are owner-occupied and used as the primary residence. Proof of Homestead Exemption is required. All property taxes must be current unless it is part of the escrow account for which SHIP assistance will assist in paying the past due taxes. Properties must meet local codes, including zoning regulations. Applicants must provide documentation showing payments on the mortgage were current for at least two (2) years before extenuating circumstances occurred. Applicants must provide proof of circumstances beyond their control which caused them to fall behind in mortgage payments. Housing staff will work with homeowner and lender to bring the mortgage current including the ability to refinance to reduce the monthly payments. Mobile homes manufactured before 1994 are not eligible for SHIP funds. Homes are not eligible for assistance if the value exceeds the maximum sales prices as listed on the Housing Delivery Goals Chart for existing homes. Recipients of Disaster Mitigation assistance may apply for other housing programs.

F. **Rental Deposits**

- a. **Summary of the Strategy:** SHIP funds will be made available to qualified applicants to assist with security and utility deposits for rental units that have met the Housing Quality Standards (HQS) of The Department of Housing and Urban Development (HUD).
- b. **Fiscal Years Covered:** 2010/2011 – 2011/2012 – 2012/2013
- c. **Income Categories to be served:** Very low, low and moderate income
- d. **Maximum award** is noted on the Housing Delivery Goals Charts:
- e. **Terms of the award; Recapture and Default:** Assistance shall be in the form of a 0% interest loan secured by a note. Loans will be made based on the cost of the deposits and the ability to repay with a maximum term of two years. Default of the loan occurs if the recipient does not make payments according to the signed Promissory Note. Default requires immediate repayment of the SHIP loan in full. In the event of financial hardships including, but not limited to, serious medical illness, divorce or separation, death in the family, military deployment or job loss that was not the fault of the recipient, the County, at the County's option, will research the hardship on a case by case basis and may defer or waive the repayment requirements.
- f. **Recipient Selection Criteria:** Assistance is provided on a first-come, first-qualified, first-serve basis following annual advertisement of the availability of SHIP funds. Priority may be given according to the initial determination of assistance in an effort to accommodate SHIP expenditure requirements. If a waiting list exists, the strategy will be closed until all applicants on the list have been assisted. Applicants may submit a completed SHIP application to the Sumter County Housing Department for determination of income eligibility at any time, unless the waiting list is closed. Verification of all types of income and assets will be obtained and reviewed. Applicants will be assessed for credit worthiness and the ability to repay the loan. The loan for deposits, the monthly rent and all other fixed monthly payments the tenant has incurred can not exceed 43% of the annual gross income. The applicant must give permission to have a credit report pulled. Applicants must have acceptable credit which includes, but is not limited to, bankruptcies that are discharged for at least one year, history of timely payments for at least one year on all reported credit obligations. Collections for basic services such as electric, water and sewer or tenant evictions for the past three years will be cause for denial of assistance. Medical bills and bad debt that are older than three years will not be considered. The Housing Department may review individual credit situations and waive these requirements in cases where the client is in a repayment agreement for the bad debt or has worked out an agreement with a counseling agency, such as Consumer Credit Counseling Services and the counseling agency agrees the applicant can afford to take on the additional debt of the loan for repairs.
- g. **Sponsor Selection Criteria and duties, if applicable:** N/A
- h. **Additional Information:** Assistance is provided on a first-come, first-qualified, first-serve basis following annual advertisement of the availability of SHIP funds. If a waiting list exists, new applicants will be added to the existing list by date and time of application. Applicants may submit a completed SHIP application to the Sumter County Housing Department for determination of income eligibility at any time, unless the waiting list is closed due to lack of funds. Recipient will not be eligible for any housing program until all funds are paid in full, except for a county, state or federal disaster on a case-by-case basis. Mobile homes manufactured before 1994 are not eligible for SHIP funds.

### III. LHAP INCENTIVE STRATEGIES

In addition to Strategy A and Strategy B, include all adopted incentives with the policies and procedures used daily for implementation as provided in Section 420.9076, F.S.:

#### A. Expedited Permitting

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

**Established Policy and Procedures:** This expedited review process assumes all information is provided for the permit, the Department of Planning and Development is fully staffed and there are no extenuating circumstances.

**Building Permits** – The normal processing time for a residential building permit is five (5) working days. The expedited process reduces the turn around time to three (3) working days. It must be noted however, that the review by Environmental Health (*outside the jurisdiction of the County*) can still take up to five (5) working days to process. The permit fees for rehabilitation, replacement and emergency repair are waived.

**Zoning Permits** – The normal processing time for regular, residential zoning permits is approximately thirty (30) minutes, therefore, no expediting is required.

**Development Review Committee (DRC), Zoning and Adjustment Board (ZAB) and the Board of County Commissioners (BOCC)** – Applications that are required to be approved by any and/or all of the above boards must follow a legal process for advertising and notification. Therefore, this process can not be expedited.

#### B. Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.

**Established Policy and Procedures:** Planning and Development staff prepares reports that analyze proposed policies, procedures, ordinances, regulations, codes, rezonings, and Comprehensive Plan Amendments. The staff reports are prepared for use by the various advisory boards and the Board of County Commissioners, and may or may not serve as a basis of their decision. Planning and Development will include a section in all relevant staff reports that will analyze the impact of the proposed action on the cost of housing. The potential to increase the cost of housing shall not in itself be sufficient to recommend denial of any proposed changes to existing policies, procedures, ordinances, regulations, or plan provisions.

#### C. The allowance of affordable accessory residential units in residential zoning districts.

**Established Policy and Procedures:** Current Sumter County code also allows for a family accessory cottage subject to the following criteria; the unit must be similar to the primary structure, a minimum size of 600 square feet and maximum size of 40% of the main residence not to exceed 1,200 square feet. It can not be a townhouse or multi-family unit and must be occupied by a family member.